



CALIFORNIA STATE TREASURER'S OFFICE

JOB OPPORTUNITY

CLASS: Office Assistant (T) / Office Technician (T)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2003 - \$2641 – Office Assistant
\$2510 - \$3050 – Office Technician

Under general direction of the Administrative Assistant II in the [Executive Office](#), this position performs a wide variety of complex and varied clerical functions requiring a high degree of initiative, independent judgment, the evaluation of complex situations and taking appropriate action. Duties include but are not limited to:

DESCRIPTION OF ESSENTIAL FUNCTIONS

- Acts as receptionist and is the first point of contact for visitors to the Executive Office; receives, screens and announces all visitors and telephone calls which involves sensitive, high level public contact; researches information and answers a variety of inquiries, giving information to the public and other governmental agencies which requires a thorough understanding of the State Treasurer's Office and state government as a whole;
- Logs, reviews and routes mail, faxes, and related materials; maintains schedules for Executive Office conference rooms.
- Reviews invoices, confirms receipts, and routes appropriately for approval and signature; prepares personnel and other forms which involves reviewing documents for compliance with complex state laws and general guidelines.
- Composes letters, memos and reports; prepares equipment/service requests and supply orders and resolves any associated problems.
- Assists the Administrative Assistant II and other support staff when necessary.

DESIRABLE QUALIFICATIONS:

- Ability to establish and maintain cooperative relationships with those contacted
- Ability to work independently and under pressure
- Ability to communicate effectively, both orally and in writing
- Ability to work with Microsoft Word, Excel, Outlook, and Access or similar applications
- Ability to type a minimum of 40 wpm
- Good attendance, work habits and dependability
- Neatness and good personal appearance

CONDITIONS OF EMPLOYMENT:

Fingerprinting and a background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment eligibility as an Office Assistant (T)/Office Technician (T) or equivalent classification may apply.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities, and Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E. LIST ELIGIBILITY AND SCORE, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-100-1139-002" next to the classification on your application/resume, i.e., Office Technician (820-100-1139-002).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATIONS TO:

Jacquie Hayes
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

Exec:ds
06/21/04